

April 2005, DRAFT

What it Means When you Sign...

Signing For All Procurements and Reimbursements

- Signature by PI validates appropriate use of project funds up to \$10,000 (this includes all procurement requests and “requests for issuance of check”) on individual project accounts, and that funding is available.
- Signature by Program Head validates appropriate use of project funds for expenditures over \$10,000 and under \$50,000 and is required in addition to the PI signature. It also validates that funding is available.
- Signature by Division Director validates appropriate use of project funds for expenditures over \$50,000 and is required in addition to the PI signature. It also validates that funding is available.

LETS Time Reporting System

Employee signature (electronic) validates that:

- You have submitted your time for the current period and you have charged the correct account(s).
- You have logged all sick, vacation and other leave time correctly.
- You authorize release of your time.

Supervisor signature (electronic) validates that:

- You have reviewed the employee’s submittal and you agree with it.
- You have reviewed the projects charged and that they are correct and the funding is available.
- You are releasing the time to payroll for payment.

Travel Requests and Vouchers

Employee signature validates that:

- The trip is a necessary and an appropriate use of project funds and funding is available.
- The expenses are all related to the business needs of the project and are allowable under DOE or other sponsor travel regulations.

Program Head signatures validates that:

- The trip request has been reviewed and is a necessary and appropriate use of project funds.
- The voucher has been reviewed for accuracy and all expenses are directly related to the specific trip and project, and are an appropriate use of those funds.